



# EXAMPLE Early Childhood Centre

*Nurturing today, inspiring tomorrow*

12 Learning Lane  
Example Town EX 1234  
EXAMPLE STATE  
(08) 8123 4567  
admin@exampleecc.edu.au

15 February 2026

**TO WHOM IT MAY CONCERN**  
**RE: Statement of Service – John Michael Citizen**

This letter confirms that Mr John Michael Citizen has been employed at EXAMPLE Early Childhood Centre as an Early Childhood Educator.

## EMPLOYEE DETAILS

Full Name: John Michael Citizen  
Position Title: Early Childhood Educator  
Employment Type: Full-time Permanent  
Fraction of Employment (FTE): 1.0

## EMPLOYMENT PERIOD

Commencement Date: 10 March 2020  
Employment Status: Ongoing  
Statement Issued As At: 15 February 2026

## SERVICE DETAILS

Role Description: Mr Citizen works in our preschool room delivering educational programs and care to children aged 3–5 years.  
Average Hours per Week: 38 hours  
Award: EXAMPLE Early Childhood Education and Care Award 2020  
Classification Level: Level 3.1  
Reports To: Centre Director

## DUTIES

Mr Citizen's role is that of an Early Childhood Educator and includes, but is not limited to, the following duties:

- planning and implementing developmentally appropriate educational programs
- fostering children's social, emotional, cognitive and physical development
- creating a safe, inclusive and engaging learning environment
- observing and assessing children's learning and wellbeing
- building positive relationships with children, families and colleagues
- maintaining accurate records and documentation
- complying with all relevant policies, procedures and regulatory requirements

**Sarah Thompson**  
Centre Director  
EXAMPLE Early Childhood Centre  
EXAMPLE STATE

**This example is a guide and shows what the first page of the required documentation may look like. Providing documentation in this format does not prevent the Secretary (or delegate) from requesting additional information if required.**